

NOTICE

There is a job vacancy with the **BAY COUNTY DIVISION ON AGING.**

JOB TITLE: TEMPORARY PART-TIME SITE MANAGER

RATE OF PAY: \$9.39 per hour entry

Temporary assignment: part-time, non-represented position, variable hours, generally limited to up to 20 hours per week.

GENERAL SUMMARY:

Under the direct supervision of the Nutrition Services Coordinator is responsible for planning, coordinating and directing all on-site daily routines involved in the nutrition program.

TYPICAL DUTIES:

1. Verify participant eligibility and registration.
2. Responsible for policy communications to the central kitchen and/or on-site cook and when applicable, to participants.
3. Post suggested donation for eligible participants and cost of meal for non-eligible persons.
4. Assure no eligible participant is pressured into donating.
5. Coordinate on-site nutrition education.
6. Recruit and direct volunteers to share their talents and skills with others, and assist with site operations when needed.
7. Responsible for daily reservations, participation count and related statistics, and completion of time and travel sheets.
8. Required to count, verify and deposit all on-site program income.
9. Required to check in all supplies in the absence of a cook and verify such receipts by signing delivery slips.
10. Coordinate with the Division on Aging Case Managers to assist seniors with needs other than nutrition.
11. Site Managers of non-cooking sites are responsible for getting site ready for meals and any related clean-up before and after the meal.
12. Responsible for supervising and assisting, when necessary, the serving of all dishes to participants, assuring portion control.
13. Responsible for assuring sanitation and related health standards.
14. Must be able to complete accurate weekly ordering and storage of milk, bread and other kitchen supplies and calling in daily meal count to the kitchen producing meals for the site.
15. Must be able to lift and transfer pans of food and crates of milk to the appropriate holding containers and serving line.
16. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
17. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

QUALIFICATIONS: Must be a self-starter, innovative. Must be able to coordinate and/or present programs, i.e. nutrition education. Must have ability to maintain accurate and complete records. Must have acceptable transportation with adequate auto insurance, and able to provide verification of valid auto insurance. Must possess and be able to provide verification of a valid drivers license with good driving record. Must be sensitive to the needs of seniors. Applicants may be required to take written and/or other examinations.

PHYSICAL: Applicants must be able to lift and transfer heavy containers of food, up to and occasionally more than 20 pounds with or without reasonable accommodations. This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

Please apply online at <http://www.baycounty-mi.gov/onlineservices/employmentapp.aspx> or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121. Application deadline is **4:00 p.m. Thursday, April 10, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."